ADMISSIONS ENROLMENTS AND WITHDRAWAL POLICY

Purpose

To provide the policy for admission to RedGum – The Waldorf School of Central Victoria and Playgroup programs.

Equity

RedGum accepts applications for admission from all families and children, subject to Australian Citizenship, Permanent Residency and Visa legislation. RedGum does not discriminate on the basis of race, colour, gender, sexuality, disability, religion or socioeconomic status. Enrolment processes shall be open, fair and transparent.

RedGum is committed to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe. Please refer to our Child Safety and Wellbeing Policy (link on website)

Relevant Legislation or Authority

The Victorian Department of Education and Training requires funded organisations to meet the VRQA Minimum Standards and Requirements for School Registration, including that:

- A school must have a clear enrolment policy that complies with all applicable State and Commonwealth laws including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity, privacy, immunisation and the Australian Consumer Law.
- The Australian Education Act and the Australian Education Regulations 2013 set out schools' funding accountability and set out the use of funds and accountability requirements.
- The Education and Care Services National Regulations 2011 require approved services to have policy and procedures in place in relation to enrolment and orientation (Regulation 168(2)(k)).
- Early childhood education and care services which are regulated under the Education and Care Services National Law Act 2010 have legislative responsibilities under the Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015 to only offer a

confirmed place in their programs to children with acceptable immunisation documentation (refer to Definitions).

Relevant legislation and standards include but are not limited to:

- Australian Education Act 2013 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Children, Youth and Families Act 2005 (VIC)
- Child Wellbeing and Safety Act 2005 (VIC)
- Education and Care Services National Law Act 2010
- Education and Care National Regulations 2011
- Equal Opportunity Act 2010 (VIC)
- Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015 (Vic)
- Family Law Act 1975 (Commonwealth)
- Schools Assistance - Learning Together – Achievement Through Choice and Opportunity Act 2004 (Commonwealth).
- Charter of Human Rights and Responsibilities Act 2006

Non-denominational

RedGum is non-denominational.

The School's expectations

When a student is enrolled, the student's parents/guardians agree to uphold and promote all aspects relating to the School's policies, in particular the Code of Conduct Policy, Student Behaviour Policy and the Communications Policy. This ensures a safe, secure and positive environment for all students, parents, teachers and staff at RedGum. It also ensures that instances of bullying, harassment, discrimination, racism and unfairness are reported and acted upon immediately. The School's policies can be found on the School's website redgum.vic.edu.au.

1. **Authority**

The Principal is responsible for the development, compliance, monitoring and review of this policy and any associated guidelines.

Implementation

The Enrolment Officer is responsible for the implementation of this policy. This position is overseen by the Principal & Deputy Principal. We inform all enrolled families of any substantial changes to this policy via email. The updated version is uploaded to our website.

2. Enrolment Age

The school complies with the relevant regulatory bodies in relation to start ages for children in our Kindergarten and Prep programs. Children are enrolled according to their age as at 31st of December of each year. Ages of participation are as follows;

Group/Class	Age
Playgroup	Birth to 3 years (inclusive)
Kindergarten 3 (Silver Banksia)	In the year they turn 4 years
Kindergarten 4 (Golden Wattle)	In the year they turn 5 years
Prep	In the year they turn 6 years

Variations to this occur when children may benefit from a 2nd year of Kindergarten. In this scenario, the school will assist with an assessment of developmental delays and make any necessary notifications to the Department of Education.

Class & Group sizes

The following class sizes are suggestions only – class size may change according to a range of circumstances. Class sizes above the suggested size must be approved by the Principal. A Class teacher may apply to the Principal to cap enrolments to their class, at either lower or higher numbers, for reasons such as;

- additional needs in the class
- to allow the class to consolidate

Group/Class	Size
Kindergarten 3 (Silver Banksia)	22
Kindergarten 4 (Golden Wattle)	22
Prep	22
Class 1-8	25

3. Children with additional needs and support requirements

Under the Disability Discrimination Act 1992 and Disability Standards for Education 2005, it is the responsibility of an education system to give the same opportunities and choices on enrolment of a child with a disability as those offered to other prospective children without disabilities.

The School will work within the parameters of the:

- Relevant state and federal Equal Opportunity legislation
- Relevant disability discrimination legislation
- Disability Standards for Education (2005)
- School policy for Children with Special Needs

If it becomes apparent during pre-offer enrolment meeting(s) that the child has additional education needs and will require educational support, the school will arrange additional meetings with specialist educational support staff, parents, teachers and a member of the leadership team. Discussions will include appropriate support, personalized enrolment arrangements and reasonable adjustments that can be made by the school.

Parents will be asked to submit relevant school and/or health reports that provide information for staff on how best to meet the child's needs.

4. Admissions Information

Prep is the main entry point into RedGum. An Expression of Interest for Kindergarten level will automatically be registered under the relevant Prep year for a School place. A School place will be confirmed as part of the Kindergarten enrolment process or when an EOI is received at a later date. Refer to each entry level for further information.

Applications for Prep to Class 8 enrolment are considered with the following criteria in no particular order:

- Expression of interest and non-refundable application fee payment date
- demonstrated support for the RedGum philosophy (participation in parent education talks, attendance at school festivals, playgroup participation, study group participation etc.)
- alignment with and willingness to support and work with the School's vision, purpose, goals and values, throughout the enrolled period
- sibling of a current or past student at the school
- children of RedGum permanent staff members
- students transferring from other Steiner/ Waldorf schools
- children of a former student of RedGum
- capacity to pay school fees

Applications for Kinder enrolment are considered with the following criteria:

- DET priority of access criteria, see attachment 2
- Children eligible for Early Start Kindergarten, details are available at https://www.vic.gov.au/early-start-Kindergarten

And then in no particular order

- Expression of interest and non-refundable application fee payment date

- RedGum enrolment
- demonstrated support for the RedGum philosophy (participation in parent education talks, attendance at school festivals, playgroup participation, study group participation etc.)
- alignment with and willingness to support and work with the School's vision, purpose, goals and values, throughout the enrolled period
- sibling of a current or past student at the school
- children of RedGum permanent staff members
- students transferring from other Steiner/ Waldorf schools
- children of a former student of RedGum
- capacity to pay school fees.

5. Admissions

5.1 Admission to Prep

Entry to RedGum commences at Prep level. Prep enrolments will be given priority for a place in Kindergarten, refer to section 5.3.

Admission to Prep takes place as follows:

- A completed Expression of Interest form (EOI) and payment of a non-refundable Application Fee register's a child's name on the waiting list for the required Prep year. This takes place at any time from birth to school age. See section 5 for further preference criteria.
- In Term 2, from the year the child turns three, an invitation to attend an enrolment meeting will be made to all relevant Prep waitlist applicants. Any relevant transition information and assessment reports will be requested by RedGum and are required prior to the meeting with the Deputy Principal or Delegate. The enrolment meeting provides an opportunity for RedGum to get to know the child and for parent/guardians to learn more about the Steiner program. Subsequent meetings may be required where additional educational support needs may be identified. See section 4.
- An Offer of Place for Prep is expected to be made by the end of Term 2. For applications that include a Kindergarten enrolment this will also include a provisional offer for a Kindergarten place.
- Acceptance of a Prep Offer of Place is confirmed by the receipt of a fully completed Enrolment Application, all relevant documentation and the payment of the Entry Bond within 7 days.
- If a reply is not received from the parents/guardians by the due date noted in the Letter of Offer, the place is released and offered to the next applicant on the waiting list.
- Further enrolment invitations may be made as applications are received, dependent on available places.

5.2 Admission to Class 1 – 8

Admission to Classes 1-8 takes place as follows:

- A completed Expression of Interest form (EOI) and payment of a non-refundable Application Fee register's an applicant.
- If a vacancy exists for proposed entry in Terms 1, 2 or 3, an invitation to attend an enrolment meeting will be made, with consideration given to the criteria as listed in Section 5. Any relevant transition information and assessment reports will be requested by RedGum and are required prior to the enrolment meeting with the Deputy Principal or Delegate. The enrolment meeting provides an opportunity for RedGum to get to know the child and for parent/guardians to learn more about the Steiner program. Subsequent meetings may be required where additional educational support needs are identified, see Section 4.
- Proposed entry for the commencement of Term 4, will not proceed until waitlist enrolments for the following year have been contacted and offered earlier entry. This is to ensure they are not disadvantaged. If these offers are not accepted, an interview will be arranged.
- Acceptance of an Offer of Place is confirmed by the receipt of a fully completed Enrolment Application, all relevant documentation and the payment of the Entry Bond within 7 days.
- If a reply is not received from the parents/guardians by the due date noted in the Letter of Offer, the place is released and offered to the next applicant on the waiting list.

5.3 Admission to Kindergarten

RedGum offers a fully funded three-year-old and four-year-old Kindergarten program. RedGum is a provider of the Victorian Government's Free Kindergarten initiative which means an applicant will receive a free RedGum Kindergarten program for up to 15 hours per week. A child can only access a funded Kindergarten program at one service at any one time. Enrolment is offered at both levels dependent on available places. When prioritising enrolments RedGum applies the government priority of access criteria, refer to attachment 2, before applying the RedGum criteria, refer to section 5:

A completed Expression of Interest and payment of a non-refundable application fee registers a child's name on the waiting list for both the relevant Kindergarten and Prep year. This takes place at any time from birth to Kindergarten age.

Admission to Kindergarten is separate to entry to the School. All Kindergarten and School applications will be offered a School place as part of the Kindergarten enrolment process.

Admission to Kindergarten takes place as follows;

- In Term 2 of the year prior to Kindergarten commencement, an invitation to attend a Kindergarten enrolment meeting will be made to registered applicants, with consideration given to the government and RedGum preference criteria, see attachment 2 and section 5. Any relevant transition information and assessment reports will be requested by RedGum and are required prior to the enrolment meeting with the Deputy Principal or Delegate. The enrolment meeting provides an opportunity for RedGum to get to know the child and for parents/guardians to ask any questions specifically about their child and RedGum. Subsequent meetings may be required where additional educational support needs are identified, see Section 4.

School and Kindergarten Place Offers:

- Successful Kindergarten and School place applicants will be offered a School place, along with a provisional Kindergarten place, in accordance with the eligibility and priority of access criteria.
- Acceptance of an Offer of School Place is confirmed, subject to parents/guardians providing a fully completed Enrolment Application, all relevant documentation and the payment of the School Entry Bond within 7 days.
- Acceptance of a Kindergarten place is subject to parents/guardians providing the Victoria government funded Kindergarten place declaration issued in Term 4 in addition to the acceptance criteria for the School Place.
- The Kindergarten place will be confirmed by RedGum once acceptable immunisation documentation is provided for assessment no more than two months prior to the child first attending the service. Children who do not have acceptable immunisation documentation cannot be offered a place and their parents/guardians will be referred to Australian Childhood Immunisation Register or to an immunisation provider, details available at https://www.vic.gov.au/child-immunisation
- If a reply is not received from the parents/guardians by the due date noted in the Letter of Offer, the place is released and offered to the next applicant on the waiting list.
- Further enrolment invitations may be made, as applications are received, dependent on available places.

Kindergarten Only Place Offers:

- Successful Kindergarten only applicants will be offered a provisional Kindergarten place in accordance with the eligibility and priority of access criteria, by the end of Term 3.
- Acceptance of a Kindergarten Only place is subject to parents/guardians providing a fully completed Enrolment Application, all relevant documentation, the Victoria government funded Kindergarten place declaration issued in Term 4, and payment of the Kindergarten Holding Fee. As RedGum is participating in the government free Kindergarten scheme the holding fee will be refunded upon commencement in Term 1

for “Kindergarten Only” places.

- The Kindergarten Only place will be confirmed by RedGum once acceptable immunisation documentation is provided for assessment no more than two months prior to the child first attending the service. Children who do not have acceptable immunisation documentation cannot be offered a place and their parents/guardians will be referred to Australian Childhood Immunisation Register or to an immunisation provider, details available at https://www.vic.gov.au/child-immunisation
- If a reply is not received from the parents/guardians by the due date noted in the Letter of Offer, the place is released and offered to the next applicant on the waiting list.
- Further enrolment invitations may be made, as applications are received, dependent on available places.

5.4 Admission to Playgroup

Admission to Playgroup is separate to entry to Kindergarten and School. Please email playgroup@redgum.vic.edu.au for further details about the program and registration.

Overview to Enquiry, Registration, Enrolment & Commencement Process.

6. Legislative requirements for Kindergarten Admissions

All admissions to the RedGum Kindergarten program must comply with the Department of Health & Human Services "No jab, no play" legislation. At all times during the admissions and enrolment process, valid immunisation status certificates must be available and compliant with this legislation. For further information refer to;
https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

7. Enrolment

Enrolment Consent

Enrolment to the school ordinarily requires the written consent of both legal representative guardians of the student. This ensures and protects the rights of both parents. Where both signatures are not available, a Statutory Declaration stating the circumstances of the non-signing parent or a copy of a current supporting court order must be provided to accompany the enrolment paperwork, as applicable. Refer to Attachment 1.

Enrolment paperwork

Enrolment is not complete until all Enrolment paperwork is received by the Enrolments Officer. This may include, but is not limited to, Enrolment Forms, Birth Certificate, Immunisation Status Certificate, copies of Medical Management Plans, Court Orders, Conveyance Allowance & CSEF forms. Students are not permitted to commence at the school or enter the classroom until the enrolment process is complete, including receipt and acceptance of all paperwork.

Refer to the current Enrolment form for a full list of requirements.

Acceptance of Place

Acceptance of an Offer of Place is confirmed by the receipt of a fully completed Enrolment Application, all relevant documentation and the payment of the Kindergarten Holding Fee or Entry Bond. The child is unable to commence until this has all been fully completed.

Commencement dates

During school term for immediate start students

An "Offer of place" is made on the basis of all relevant interviews taking place with the Deputy Principal or Delegate and that the start date will be within the current term.

For the following term or year

An "Offer of place" is made on the basis of all relevant interviews taking place and that the start date for the student will be at the commencement of the following term or Term 1 of the following year.

For the Prep year

An “Offer of place” is made on the basis of all relevant interviews taking place and that the start date for the student will be at the commencement of Term 1 of the relevant Prep year.

Tuition Fees

The initial term’s tuition fees payable are calculated on a pro rata basis for the weeks the student will attend. Additional charges apply for music tuition and excursions. Refer to the School Fees Information for the current year.

8. Waitlists

Waitlists occur when the number of applications exceeds the number of available places. Prospective families are advised at the time of payment of the Registration Fee if there is a Waitlist for their required year level. Registration for a waitlist at Kindergarten (which will also give registration on the relevant Prep year waitlist) or any other school level requires the completion of the Expression of Interest form and payment of the non-refundable Application Fee of $100. When positions become available, they will be offered to children with consideration given to the criteria as listed in Section 5.

Removal from waitlist

Removal from a waitlist occurs when an “Offer of Place” is made, but not accepted by the family or when availability of a place is communicated to the family in writing and a response is not received within 7 days. In these scenarios, the Offer of Place and Application Fee is forfeited.

Changing the waitlisted year

On occasion, a family may opt to change the year required for entry to the school. For example, a Prep place may no longer be required, but a Class 1 place is still desired. Families can provide advice of this change in writing and the original date of their EOI and Application Fee payment date is retained on the new enrolment list.

9. Financial Information

Application Fees

All Applications to attend the School are subject to the payment of a non-refundable Application Fee of $100. This payment covers the administrative costs associated with processing an enrolment application. Payment of the $100 non-refundable Application Fee

does not guarantee placement at the school.

Entry Bond Prep to Class 8

When an Offer of Place is made, families confirm acceptance of the place via the payment of an Entry Bond within 7 days. In the event that the child does not commence at RedGum, Entry Bonds are forfeited.

The Entry Bond is refundable when the child finishes school at the end of Year 8, or with one full term's written notice of withdrawal. If there are any outstanding fees, the Entry Bond will be credited to the account before any credit balance is refunded.

For re-enrolling students a new Entry Bond is required, even if the previous Bond was forfeited.

Kindergarten Holding Fee

When an Offer of Place for Kindergarten only is made, families confirm acceptance of the place via the payment of a Kindergarten Holding Fee within 7 days. The Kindergarten holding fee is refundable upon taking up the place in Term 1 of the commencing year.

Tuition Fees

The school charges tuition fees and other charges and levies, which are published in advance by the school on the school's website. When a student commences part way into a term, tuition fees payable are calculated on a pro-rata basis for the weeks the student will attend. In addition to this, there are charges for music tuition and excursions which are dependent on the class level. Refer to the School Fees Information for the current year.

RedGum has partnered with Edstart to provide flexibility and choice for payment of School Fees.

Financial Commitment / Jointly and severally liable

Both signatories to the enrolment form are jointly and severally liable for ongoing fee payments, irrespective of private maintenance and financial support arrangements. This ensures and protects the rights of both parents.

Outstanding Debts

New enrolments are not confirmed for siblings whose families have an outstanding debt to the school and who are not on an approved payment plan. For example, Kindergarten places cannot be offered to siblings when the family has an outstanding debt and no current payment plan in place.

Previous Debtors to the School

If a family has left the school with an outstanding debt, and subsequently seeks to re-enrol a child or children, a place will not be offered until the outstanding debt has been paid. The exception to this may be cases of extreme financial hardship, where at the discretion of the Principal a written fee agreement may be arranged with the Finance Manager.

Funding Disclosure

A proportion of funds raised, or fees collected by the school may be used to support the operation of our early childhood program.

10. Withdrawing students

For all withdrawals, a full term's notice, in writing signed by both legal parents/guardians of the student is required by the end of the first week of the leaving term e.g. withdrawal notice is required by the end of week 1 in Term 4 for all withdrawals (except for year 8) leaving at the end of the school year or not continuing on to the following year. This is not required if a Statutory Declaration or a supporting Court Order is provided. If the required notice is not received, then the Entry Bond will not be refunded. For all withdrawals:

i. If leaving during the first week of term, the term's fees will be reversed from the debtors account.

ii. If leaving after the first week of the term, payment of the current term's fees remains payable in full.

iii. When the debtor has an outstanding balance the entry bond refund will be applied firstly to the debtor's account, after which any credit balances will be refunded to the debtor.

All families intending to withdraw a student are offered a confidential exit interview with the Principal (or delegated representative).

11. Dispute resolution

Contentious or disputed matters are referred to the Principal who maintains responsibility to ensure that the policy has been followed.

12. Definitions

The terms defined in this section relate specifically to this policy.

Term	Definition
Acceptable immunisation documentation	As defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16-week grace period.
Application Fee	A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.
RedGum	RedGum - The Waldorf School of Central Victoria
Current Sibling	• A brother or sister of the child (with at least one biological parent in common or legally adopted) irrespective of their place of residence; • A stepbrother or sister of the child (where the spouse or de facto partner of the child's parent is not the child's parent), whose usual place of residence is the same as that of the child; or • A child officially in care or foster care and living at the same place of residence with another child attending the school
Disability	A condition which: • is attributable to an intellectual, psychological/psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments; • is permanent or likely to be permanent; • may or may not be of a chronic or episodic nature; and • results in: a substantially reduced capacity of a person for communication, social interaction, learning mobility; and the need for continuing support services
Enrolled	Prep is the main entry point for children commencing at RedGum. When all enrolment requirements have been met, children attending this service are automatically enrolled for Class 1 and continuing years, contingent upon signed agreement by both parents/guardians, or in the absence of both parents, a signed Statutory Declaration.
Enrolment Form	Background and medical information for the child. The form is placed on the child's enrolment record and is kept confidential by the service. It is a legal contract confirming the enrolment and parental/legal

	representative responsibilities.
Enrolment Record	The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the school.
Fee	A charge for either tuition, application for enrolment, entry bonds.
Legal representative guardian	(In relation to this policy) is a person who has lawful authority of the child as described on the Birth Certificate or as per Court Orders that alter this authority.
Waitlist	Where demand for a particular class exceeds available places a list of prospective families wishing for a place is created.

13. Evaluation

In order to assess whether the values and purposes of the policy have been achieved, RedGum will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

Document review and version control

Document Control

Document ID	Admissions, Enrolment and Withdrawal Policy
Owner/Approver:	Tracey Robertson
Author:	Tracey Robertson
Effective Date:	May 2025
Revision Due Date:	May 2027

Version History

Version	Effective Date	Author	Nature of Amendment	Ratified by the Board of Directors on:
1.0	2009 -2011	Deborah Wardle	Initial review from aged policy to clarify waiting list procedures and students with disabilities.	2011 Date to be confirmed.
2.0	July 2013	Amanda Colebrook	Review to clarify administration procedures.	Operated under School Governing Policy. Not ratified by BoD.
3.0	August 2016	Jane Staley	Review currency to meet the VRQA registration requirements.	By electronic resolution 1/9/2016
4.0	January 2018	Rachael Pearce	To update requirement for 2 signatures for enrolments.	Resolution # 2018-01-005 21/2/2018
5.0	June 2019	Helen Greenwood	To remove procedural information, update information, amend preferences information for offer of places	Resolution 2019-05-R09 20/06/2019
6.0	August 2019	Danilo Paglialonga	Attachment 2 - Code of Conduct	Resolution 2020-13-R45
7.0	November 2020	Tracey Robertson	Addition to Financial Information to include funding disclosure as per VRQA requirements	Resolution 2020-13-R45
8.0	May 2022	Tracey Robertson	Procedural changes for implementation of Kindergarten 3 program and to redefine Entry level to RedGum. Minor edits for formatting and clarity	

9.0	March 2023	Tracey Robertson	Procedural changes for enrolment process to ensure priority of Kindergarten place for Prep enrolments. Removal of the Code of Conduct attachment. Referral to Code of Conduct policy included in Section 1.4	Adopted at Board meeting 15/3/2023
9.1	November 2024	Helen Ashwell	Addition of Document control section Formatting	
9.2	April 2025	Tracey Robertson	Inclusion of government priority of access requirements for funded Kindergarten	
10.0	21/05/2025	Board	Approved at Board meeting	21/05/2025
10.1	January 2026	Helen Ashwell	Change of name, logo and font	

Attachment 1 - Sample copy of Statutory Declaration required for all single signatory enrolments.

State of Victoria

Statutory Declaration

I, _____

(full name)

Of, _____

(full residential address)

_____

(occupation)

do solemnly and sincerely declare that:-

In relation to my child _____ (insert Child's name)

- The second parent/legal guardian is unable to sign their consent to enrol my child at RedGum - The Waldorf School of Central Victoria due to (Please provide a paragraph statement outlining why the second signature cannot be obtained, i.e. deceased, overseas)

- I declare that there are no court proceedings currently in practice that would alter my authority to make "long term" decisions in relation to my child.
- In the event of an objection to this enrolment being received by the school, the school will assess on an individual basis the child's continuation at the school and they may be de-enrolled.
- In the event of a false declaration the school may consider de-enrolling the student.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at _____ This_____ day of _____ 20 _____

_____

(Signature of person making this declaration)

Before me,

.....
Signature of Authorised Witness

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958* (as of 1 January 2010), (previously *Evidence Act 1958*), (eg. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)

Attachment 2 – Government Priority of Access Criteria for funded Kindergarten

Priority of access criteria

High priority children	Criteria and processes for verifying need(s)
Children at risk of abuse or neglect, including children in out-of-home care	The child is: • eligible for ESK or AEL, and/or • family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or • referred by one of the following: • Child Protection • Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) • Maternal and Child Health nurse • out-of-home care provider.
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must respectfully ask families 'do you identify your child as Aboriginal and/or Torres Strait Islander?' and record this information in KIMS.
Asylum seeker and refugee children	Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker, and/or Referred as a refugee or asylum seeker by a CALD outreach worker.
Children that meet the eligibility criteria for the Kindergarten Fee Subsidy	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, and/or The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.
Children with additional needs, defined as children who: • with an identified specific disability or developmental delay	The child: • holds a Child Disability Health Care Card, and/or

• who require additional assistance to fully participate in the Kindergarten program • who require a combination of services which are individually planned	• has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or • has been referred by: • the National Disability Insurance Scheme • Early Childhood Intervention Services • Preschool Field Officer • Maternal and Child Health nurse, or • is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.

Early Start Kinder (ESK)

Children may be eligible for the Early Start Kinder program who:

- identify as Aboriginal and Torres Strait Islander or
- are from a refugee and asylum seeker backgrounds or
- whose family has had contact with Child Protection

This scheme provides up to 15 hours of kindergarten per week for 3-year-olds.